

APPENDIX D (REQUIRED FORMS AND DOCUMENTATION)
PART I (REQUIRED FORMS)
EXHIBIT 4 (PROPOSER'S LIST OF EXPIRED AND TERMINATED CONTRACTS)

Proposer's Name: _____

Name of Organization		Address of Organization	
Contact Person's Name	Telephone No.	E-mail Address	
Contract Name and Number	Contract Term	Status	
Name of Organization		Address of Organization	
Contact Person's Name	Telephone No.	E-mail Address	
Contract Name and Number	Contract Term	Status	
Name of Organization		Address of Organization	
Contact Person's Name	Telephone No.	E-mail Address	
Contract Name and Number	Contract Term	Status	

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INSTRUCTIONS:

1. List all contracts that have either expired or have been terminated within the past ten (10) years (these contracts will cover the same 10-year period for which Proposer must demonstrate that it has obtained experience providing the same or similar scope of services identified in Appendix B (Statement of Work)).
2. Complete all of the requested information for each contract as follows:
 - a. Name of Organization: Enter the name of the organization that is the party to contract/agreement.
 - b. Address of Organization: Enter the street name/number, city, state and zip code of the organization's primary office location.
 - c. Contact Person's Name: Enter the name of the contact person who oversees the contract.
 - d. Telephone No.: Enter the contact person's direct telephone number (including the area code and any extension).
 - e. E-mail Address: Enter the contact person's e-mail address.
 - f. Contract Name and Number: Enter the name/title of the contract and the contract number.
 - g. Contract Term: Enter the term (period of performance) for the contract (e.g., 07/01/2012 – 06/30/2013).
 - h. Status: Provide a status for each contract by selecting one of the following descriptions provided in the list of values:
 - i. Natural Expiration: Proposer fulfilled/completed the contract terms by the natural expiration date.
 - ii. Termination (Convenience): The contract was terminated for convenience by either party at any time with or without giving any reason.
 - iii. Termination (Default): The contract was terminated for default due to contractor's failure to perform according to the specified terms of the contract.
 - iv. Termination (Insolvency): The contract was terminated for insolvency due to any of the following events:
 1. Insolvency: Occurs as a result of contractor's inability to pay its debts, or fails generally to pay its debts as they become due.
 2. Bankruptcy: Occurs when contractor files a voluntary petition, or one or more of its creditors file a petition, seeking its rehabilitation, liquidation, or reorganization under any law relating to bankruptcy, insolvency, or other relief of debtors and the petition is not removed within sixty (60) business days or ninety (90) calendar days of filing.
 3. Receivership: Occurs when receiver or other custodian is appointed to take possession of substantially all of [the assets of contractor.
 4. Dissolution: Occurs when contractor takes any action toward the dissolution or winding up of its affairs or the cessation or suspension of its activities.

Appendix D (Required Forms and Documentation)

Part I (Required Forms)

Exhibit 4 (Proposer's List of Expired and Terminated Contracts)

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- 5. Liquidation: Occurs when a court of competent jurisdiction enters a decree or order directing the winding up or liquidation of contractor, or, of all or substantially all of contractor's assets.
- 6. General Assignment: Occurs when contractor makes a general assignment for the benefit of its creditors.
- 7. Attachment: Occurs when any attachment, execution, or other judicial seizure is levied against all or substantially all of contractor's assets.
- v. Termination (Other): If none of the descriptions listed accurately reflects the status of this contract, enter the appropriate description of the termination.
- vi. **Note: If you elect to provide a more detailed description to explain any of the statuses, use an additional sheet(s) as needed.**

3. Use additional sheets if necessary.